

**Models of Exemplary, Effective and Promising
Alcohol or Other Drug Abuse Prevention
Programs on College Campuses
Grant Competition
CFDA #84.184N**

Information and Application Procedures for Fiscal Year 2010

Application Deadline: March 31, 2010



OMB No. 1865 - 0017 Expiration Date: February 28, 2011

**U.S. Department of Education
Office of Safe and Drug-Free Schools**



UNITED STATES DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Assistant Deputy Secretary

February 2010

Dear Colleague:

Thank you for your interest in applying for recognition through the Models of Exemplary, Effective and Promising Alcohol or Other Drug Abuse Prevention Programs on College Campuses grant competition.

President Obama has set an ambitious goal as part of his American Graduation Initiative that by 2020 America will once again have the highest proportion of college graduates in the world. We know that high-risk drinking and drug use by college students contribute to numerous academic, social, and health-related problems – and this must be addressed if we are to achieve the President's goal.

In 1998 Congress authorized the Department to identify and promote effective alcohol and other drug prevention programs on college campuses. In 1999 we held our first grant competition. There is a continuing national need to identify exemplary and effective programs and strategies and support further evaluation of promising programs and strategies that reduce alcohol and other drug abuse among college students.

Grantees receiving recognition as an exemplary or effective program must disseminate information about their programs. All grantees will use program funding to enhance and further evaluate their exemplary, effective, and promising programs. We hope that other institutions of higher education will use the exemplary and effective programs identified through this competition to strengthen their prevention efforts.

We look forward to receiving your application.

Sincerely,

/s/

Kevin Jennings

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Models of Exemplary, Effective and Promising Alcohol or Other Drug Abuse Prevention Program on College Campuses

Grant Fast Facts

Eligible Applicants: Institutions of higher education that offer an associate or baccalaureate degree (IHEs).

Purpose: The goals of this program are to identify and disseminate information about exemplary and effective alcohol or other drug abuse prevention programs implemented on college campuses. Through this grant program, the U.S. Department of Education (ED) also will recognize colleges and universities whose programs, while not yet exemplary or effective, show evidence that they are promising. All programs to be considered for recognition must have a minimum of two years of data to support the effectiveness of their interventions.

Application Deadline Date: March 31, 2010

Application Submission: Applications may be submitted electronically via e-Application or in hard copy.

Project Period: Up to 24 months

Estimated Average Size of Awards: \$137, 500

Maximum Awards per recognition category:

- \$100,000 for Promising Programs, plus indirect costs.
- \$150,000 for Exemplary and Effective Programs, plus indirect costs

Estimated Number of Awards: 6

Competition Manager: Amalia Cuervo

Email address: amalia.cuervo@ed.gov

Telephone: 202-245-7881

Application package web site: <http://www.ed.gov/fund/grant/apply/grantapps/index.html>

I. APPLICATION SUBMISSION PROCEDURES

Application Transmittal Instructions

Applications for grants under this grant competition may be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants system or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose to submit your application electronically, you must use the site listed below. Note: You may not submit your application by e-mail or facsimile.

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the *Federal Register* notice announcing the grant competition.

The competition deadline for the **Models of Exemplary, Effective and Promising Alcohol or Other Drug Abuse Prevention Programs on College Campuses** grant program is **March 31, 2010**. If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Note: Subsequently, this program may be referred to as the “Models grant program.”

Applications Submitted Electronically

If you choose to submit your application to us electronically, you must submit your grant application using the Department of Education's e-Application system (<http://e-grants.ed.gov>) by 4:30:00 p.m. (Washington, D.C. time) on the application deadline date.

For more information on using e-Application, please refer to the Notice Inviting Applications that was published in the *Federal Register*, the e-Application Submission Procedures and Tips document found in this application package instructions, and/or visit <http://e-grants.ed.gov>.

You may access the electronic application for the grant competition for the Models grant program at the following Web site:

<http://www.ed.gov/fund/grant/apply/grantapps/index.html>

Applications Sent by Mail

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of the application on or before the deadline date to the address below. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3rd copy of your application.

Please mail copies to:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184N)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

You must show one of the following as proof of mailing:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Commercial Carrier

Special Note: Due to disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; or U. S. Postal Service Express Mail) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail," then follow the mailing instructions under the appropriate delivery method.

You must mail the original and two copies of the application on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3rd copy of your application. Applications that are delivered by commercial carrier, such as Federal Express or United Parcel Service should be mailed to:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184N)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

Applications Delivered by Hand

You or your courier must hand deliver the original and two copies of the application by 4:30:00 p.m. (Washington, DC time) on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3rd copy of your application.

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184N)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30:00 p.m. (Washington, DC time), except Saturdays, Sundays, and federal holidays.

E-Application Submission Procedures and Tips for Applicants

IMPORTANT – PLEASE READ FIRST

E-Application Web site: <http://e-grants.ed.gov>.

To facilitate your use of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on-line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – Determine if your program is accepting electronic applications. The *Federal Register* notice of each program will indicate whether the program is accepting e-Application as part of the Department's e-Application program. Here is a link to the Department's *Federal Register* notices: <http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the

Department of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – Register in e-Application to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <http://e-grants.ed.gov>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - Add Application Package to your Start Page. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 - Begin the Application. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 - Fill out Forms. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 - Upload File(s) for Narrative Responses. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Step 7 - Verify Information/Print Application. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via e-mail once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the e-mail, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

Step 8 - Submit your Application. Only authorized individuals for your organization can submit an application. Please check with your Authorizing Representative or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 p.m., Washington, DC time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 p.m. on the deadline date.]

Step 9 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page). Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), sign and fax it within 3 business days of submitting your e-Application to (202) 245-7166.

NOTE: For more detailed information on submitting an e-Application, please see the User Guide. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

Other Submission Tips

- 1) **SUBMIT EARLY - We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the e-Application system will not accept it.
- 2) **If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy**

applications in the *Federal Register* notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the *Federal Register* notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the *Federal Register* notice for detailed instructions.)

- 3) **Dial-Up Internet Connections** - When using a dial-up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial-up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the *Federal Register* notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the *Federal Register* notice for detailed instructions.)

Additional Tips – Attaching Files

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Department of Education approved file types detailed in the *Federal Register* application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to an earlier version of Word before uploading. Also, do not upload any password-protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters included in the file names) could result in difficulties opening and processing a submitted application.
3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation, which is anywhere from 2 to 8 MB, and the limitation will be indicated on the individual screen when you upload a file. For reference,

however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

II. Program Background Information

General Information

Eligibility

This competition limits eligibility to institutions of higher education that offer an associate or baccalaureate degree (IHEs); the following limitations apply. (CFDA 84.184N).

Limitations on Eligibility

Exemplary or Effective programs: The length of time an IHE is ineligible for a subsequent award after receiving recognition for an exemplary or effective program is three years.

Promising programs: Programs recognized as promising may be eligible for a new award when their current grant is no longer active. A grant is considered active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds. A project that fails to achieve exemplary or effective status, after a second designation as a promising program, may not reapply for three years after its second project period is no longer active.

Applicants under this grant program must state in their applications that they consent to a one-day site visit to clarify information in the application and verify evaluation data.

Authority

This competition is authorized under Title IV, Section 4121 of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act of 2001. Grants made under this program must comply with the Education Department Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 81, 82, 84, 85, 86, 97, 98, and 99, and also with the regulations in 34 CFR Part 299. The regulations in 34 CFR Part 86 apply to IHEs only.

Note to Applicants

This is a complete application package for the Models grant program. Together with the statute authorizing the program, this package contains all of the information, application forms, and instructions needed to apply for this grant.

The official document governing this competition is the Notice Inviting Applications published in the *Federal Register* [See Section III (Legal and Regulatory Documents) of this application package]. This notice is also available electronically at the following Web sites: www.ed.gov/legislation/FedRegister and www.gpoaccess.gov/nara.

Applicants should clearly indicate in Block #11 of the Standard Form 424, the CFDA number and alpha suffix of this competition: **84.184N**.

Grant Awards and Project Period

The project period for this grant is up to 24 months. No continuation awards will be provided. Budgets should be developed for a single budget period of up to 24 months. Applicants should list their entire budget request in one column on the ED Form 524. We intend the project and budget period for funded projects to begin August 1, 2010.

Estimated Range of Awards

An estimated six awards will be made. The maximum amount an applicant may receive for a project recognized as an exemplary or effective program may be no more than \$150,000 plus indirect costs, and a project recognized as a promising program may be no more than \$100,000 plus indirect costs. Applicants may apply for up to a 24 month project period regardless of recognition of category (exemplary, effective, or promising). The number of awards is only an estimate and does not bind ED to a specific number of grants or amount of any grant.

Contingent upon the availability of funds and the quality of applications, we may make additional awards later in FY 2010 and in subsequent years from the list of unfunded applications from this competition.

Site visits

Based on the first-stage peer reviewers' recommendation, you may receive a one-day site visit by two peer reviewers, who will not be the same reviewers who evaluated and scored your proposal. The site visit's purpose is to provide another source of information about each project to ED. Since grantees under this program will be recognized as having an exemplary, effective, or promising program, a site visit is conducted to confirm the program's effectiveness and to clarify any concerns or questions raised by the first-stage reviewers.

Under this grant competition, ED selects an institution of higher education for recognition as having an exemplary, effective, or promising program based in part on the recommendation from the two peer reviewers who conduct the site visit. Therefore, please note that selection for a site visit does not ensure recognition as an exemplary, effective, or promising program by ED. We expect site visits to be conducted during late May or June 2010 and expect applicants selected for a site visit to be available during that time. It is critical to clearly state in your application that you will consent to a site visit if requested. Failure to include this information will result in your application being deemed ineligible.

Recognition Types

Contingent upon the quality of data provided by the applicant and the recommendation of site visitors, an applicant may earn one of three levels of recognition.

Level 1 is recognition as an **exemplary** program. An IHE whose program is designated as exemplary must:

- Within 30 days of receiving an award, provide to the Department a plan to disseminate information about its program to other IHEs;
- Upon approval by the Department, implement its dissemination plan; and
- Enhance and further evaluate the exemplary program during the project period of the grant award.

Level 2 is recognition as an **effective** program. An IHE whose program is designated as effective must:

- Within 30 days of receiving an award, provide to the Department a plan to disseminate information about its program to other IHEs;
- Upon approval by the Department, implement its dissemination plan; and
- Enhance and further evaluate the effective program during the project period of the grant award.

Level 3 is designation as a **promising** program. An IHE whose program is recognized as promising must:

- Within 30 days of receiving an award, submit to the Department a plan to enhance and further evaluate its program;
- Upon approval by the Department, implement its enhancement and evaluation plan; and
- Within 12 months of award provide to the Department a report detailing the results of its evaluation.

Applicant Technical Assistance

Any questions related to the requirements of this grant competition should be directed to the Competition Manager for this competition, Amalia Cuervo of the ED's Office of Safe and Drug-Free Schools (OSDFS), via e-mail at amalia.cuervo@ed.gov, at (202) 245-7881.

The U.S. Department of Education (ED) will host a Models grant program Webinar to review the program requirements and answer questions regarding the FY 2010 grant competition. For dial-in information and webinar date and time, please visit:

<http://www2.ed.gov/programs/dvpcollege/index.html>.

For more information and resources on alcohol and other drug abuse prevention programs on college campuses and previous model programs in higher education recognized by ED, visit ED's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention at www.higheredcenter.org.

Definitions

For the purposes of this competition, the terms used in this application have the following definitions:

The term **institution of higher education (IHE)** means an institution described in section 101(a) of the Higher Education Act of 1965, as amended, and includes an educational institution in any State that—

- (a) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- (b) Is legally authorized within such State to provide a program of education beyond secondary education;
- (c) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree;
- (d) Is a public or other nonprofit institution; and
- (e) Is accredited by a nationally recognized accrediting agency or association or, if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and as to which the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

“Exemplary program” means a program that has a strong theoretical base and demonstrated effectiveness in reducing alcohol or other drug abuse among college students or reducing problems resulting from alcohol or other drug use among college students, using a research design of the highest quality. For the purpose of this grant competition, a research design of the highest quality means an experimental design in which students are randomly assigned to participate in a project being evaluated (treatment group) or not participate in the project (control group). The effect of the project is the difference in outcomes between the treatment and control groups.

If strong, experimentally determined evidence of the effectiveness of a program already exists, and the program was implemented on the applicant's campus with fidelity to the research, then a quasi-experimental evaluation of the program's implementation on the applicant's campus may be an acceptable research design. For the purpose of this grant competition, quasi-experimental designs include several designs that attempt to approximate a random assignment design.

“Effective program” means a program that has a strong theoretical base and has been evaluated using either an experimental or quasi-experimental research design, with the evaluation results suggesting effectiveness in reducing alcohol or other drug abuse among college students, reducing problems resulting from alcohol or other drug use among college students, reducing risk factors, enhancing protective factors, or resulting in some combination of those impacts.

“Promising program” means a program that has a strong theoretical base and for which evidence has been obtained, using limited research methods, that the program

may reduce alcohol or other drug abuse among college students, reduce problems resulting from alcohol or other drug use among college students, reduce risk factors, enhance protective factors, or result in some combination of those impacts. For the purpose of this grant competition, limited research methods are methods that include a pre- and post-treatment measurement of the effects of a treatment on a single subject or group of single subjects.

Application Due Date

All applications must be submitted on or before **March 31, 2010**, to be eligible for review. The U.S. Department of Education's Application Control Center must receive applications delivered by hand no later than 4:30:00 p.m. (Washington, DC time) on **March 31, 2010**. Applications may also be submitted electronically through the Department of Education's e-Grants system and must be submitted by **4:30:00 p.m. (Washington, DC time) on March 31, 2010**. Applications may not be emailed or faxed.

Under very extraordinary circumstances, the Department may change the closing date for a competition. When this occurs, the change will be announced in a notice published in the *Federal Register*. Waivers for individual applications failing to meet the application deadline will not be granted, except in the circumstances described in the section under electronic submission of applications.

Required E-mail Addresses

As part of our review of your application, we may need to contact you with questions for clarification. Please be sure your application contains valid e-mail addresses for the Project Director and Authorized Representative or another party designated to answer questions in the event the project director and authorized representative are unavailable.

Review of Applications and Notification of Awards

The review of applications and notification of awards for this grant competition requires approximately twelve weeks. **We expect to notify successful applicants by late July 2010.** Unsuccessful applicants will be notified within 60 days of the award start date.

Travel Budget

Applicants must budget for the project director and at least one additional staff member to attend ED's annual National Meeting on Alcohol and Other Drug Abuse and Violence Prevention in Higher Education during their project period. For planning purposes, applicants should include funds for transportation, lodging for four nights and three days, and per diem costs. The 2010 National Meeting will be held October 18-20, 2010 at a location in the Washington DC area. For more information about this year's National Meeting, visit: www.higheredcenter.org. Project directors will be required to attend a grantee meeting during this conference. The purpose of this meeting is to provide grantees with key information needed to manage and implement an ED discretionary grant.

Reports and Plans

Within 30 days of receipt of an award, grantees designated as promising must provide the Department a plan to enhance and further evaluate its program. Effective and exemplary programs must provide a plan to disseminate information about its program to other IHEs within 30 days of receipt of an award. At the end of the project period, grantees must submit a final performance report, including financial information, as directed by the Secretary. An interim performance report to demonstrate progress may be required as well.

Human Subjects Research

Please see the “Definitions for Department of Education Instructions Supplemental Information for Standard Form 424” in Section IV of this application package. Projects funded under this grant program may be subject to protection of human subjects research requirements. Grantees are encouraged to begin the process of applying for approval by their Institutional Review Board (IRB) for their proposed research as part of their application process. Additional information on human subjects research is posted online at: www.ed.gov/about/offices/list/ocfo/humansub.html.

Contracting for Services

Generally, all procurement transactions must be conducted in a manner providing full and open competition, consistent with the standards in Section 74 of EDGAR. This section requires that grantees use their own procurement procedures (which reflect state and local laws and regulations) to select contractors, provided that those procedures meet certain standards described in EDGAR, available online at www.ed.gov/policy/fund/reg/edgarReg/edgar.html.

Because grantees must use appropriate procurement procedures to select contractors, applicants should not include information in their grant applications about specific contractors that will be used to provide services for the proposed project.

Expectations of Grantees

By submitting an application for this program, applicants agree to fully cooperate with any evaluation efforts conducted by ED and its contractors. At a minimum, grantees are expected to:

- ❑ Maintain records on the implementation of their project;
- ❑ Maintain records on the extent to which their program objectives are being met;
- ❑ Include specific performance measures in their evaluation plan;
- ❑ Document progress towards addressing the Government Performance and Results Act (GPRA) measure if and when they are identified for this program;
- ❑ Provide a copy of their final project report to ED at the conclusion of the grant period; and
- ❑ Make ongoing project information, findings, and products available upon request to ensure the dissemination of knowledge gained from this grant program.

Grantees also may be expected to work with ED's Higher Education Center to collect key program information. ED may identify and disseminate those strategies that are effective in preventing alcohol and other drug abuse on college campuses to other IHEs to help extend the benefits of this program.

Project Director Time Commitment

Applicants are requested to provide the percent of the Project Director's time that will be dedicated to the grant project, if funded. For example, if the Project Director works 40 hours per week and spends 10 hours per week on Models grant program activities, then the time commitment for the Project Director would be 25%. We suggest that applicants include this information in the budget narrative section of the application.

Project Director Expectations

1. Project Director Must be an Employee of the Applicant IHE

For purposes of accountability to the IHE and the project, the assigned Project Director must be an employee of the lead applicant IHE.

2. Attendance at Required Grant Meetings

The assigned Project Director must attend the required grantee meeting discussed in this section under Travel Budget part of this section.

3. Primary Contact on the Grant

The assigned Project Director will serve as the Department of Education's primary point of contact for the grant and will be responsible for maintaining ongoing and open communication with the Federal Project Officer assigned to the project once an award has been made.

Grantee Technical Assistance

Grantees will receive technical assistance throughout the life of the grant. This assistance may take multiple forms, including conference calls, webinars, telephone consultations, and other forms of networking to share ideas and identify resources. In addition, each grantee will be assigned a Federal Project Officer who will also serve as the grant monitor and as a resource.

Program Contact

Amalia Cuervo, Office of Safe and Drug-Free Schools

Phone: (202) 245-7881

Email: amalia.cuervo@ed.gov

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1865-0017.

The time required to complete this information collection is estimated to average 32 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Safe and Drug-Free Schools, Potomac Center Plaza - 10th Floor, 550 12th Street, SW, Washington, DC 20202-6450.

The Government Performance and Results Act (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to state clearly what it intends to accomplish, identify the resources required, and periodically report its progress to the U.S. Congress. GPRA is intended to contribute to improvements in accountability for the expenditure of public funds; enhance congressional decision-making through more objective information on the effectiveness of Federal programs; and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, ED has developed a strategic plan that reflects organizational priorities and integrates those with our mission and program authorities. The Secretary may choose to develop performance measures for the Models of Exemplary, Effective, and Promising Alcohol or Other Drug Abuse Prevention Programs on College Campuses grant competition in accordance with GPRA. If measures are developed, grantees will be asked to provide information that relates to participant outcomes. In the absence of specific performance measures, however, grantees are expected to further enhance and implement evaluation plans capable of demonstrating the impact their programs have had on target populations, for example, student behavior changes as a direct result of the program.

Grantees are expected to collect data on their respective project performance measures and report those data to ED in their performance report.

Tips for Preparing and Submitting an Application

A. Getting Started

- Read this application package in its entirety and follow all of the instructions.
- Read the Frequently Asked Questions section in this application package.
- If you do not understand information in this application, contact Amalia Cuervo at ED's Office of Safe and Drug-Free Schools at amalia.cuervo@ed.gov.

B. Preparing the Application

- Write a thorough program description such that someone who knows nothing about your proposed project plan can fully understand what you are proposing.
- Organize the application according to the selection criteria section of this application package. Pay careful attention to the information listed in the “Notes” for each criterion.
- Include a budget request (ED Form 524) for a single budget period of up to 24 months (use one column only), and provide a budget narrative justification. The budget narrative should provide sufficient detail about planned expenditures so ED staff and reviewers can easily determine how the funds will be spent.
- It is also required to include information about the percent of time that the Project Director will work on the project in this section, regardless of how this position is funded.
- Link the planned expenditures to the project’s goals and objectives. Do not request funds for miscellaneous or undefined purposes and make sure to demonstrate that all proposed expenditures are reasonable and necessary to carry out the project.
- Ensure you make clear in the application package that you will consent to a site visit if requested.

C. Submitting the Application

- Use the checklist provided in this application package to make sure the application is complete before it is submitted.
- Make sure all the elements of the absolute priority are met.
- Make sure all required forms are included as requested and are signed by the Authorized Representative.
- Transmit the application by the deadline date and time. If submitting electronically, use the Department of Education’s e-Grants Web site. If submitting via the U.S. Postal Service, make sure you get a receipt with a legible postmark date. If using an overnight carrier, obtain a receipt.

D. Next Steps

- Applicants submitting by mail should receive a postcard in approximately two weeks (depending on the volume of applications) from the ED’s Application Control Center (ACC) acknowledging receipt of the application and providing its assigned PR/Award number. If you do not receive this notification within 15 business days from the application deadline date, contact ED’s ACC at (202) 245-6288 or via email at application.center@ed.gov for information. If the application is submitted electronically, the PR/Award number will be generated automatically upon submission. Please refer to this PR/Award number if there is a need to contact ED about the application.
- Applications will be screened by Office of Safe and Drug-Free Schools (OSDFS) staff to ensure that all program eligibility requirements are met and all required forms are included and signed by the Authorized Representative.

- Applications are assigned to a three-person panel of peer reviewers who will evaluate and score proposals according to the selection criteria in this package. Applications will receive a score from 0 to 100 depending upon how well the application responds to the requirements of the selection criteria.
- Selected applicants will be notified about scheduling a site visit to be conducted by two expert OSDFS peer reviewers. Eligible applicants must cooperate with all requests from the site visitors for information, data review and possible observations of program activities. Their recommendations are considered by OSDFS in making the final award determinations.
- A grant award notification document will be sent to successful applicants. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive copies of the comments prepared by the peer reviewers. Please be sure your application contains valid email and mailing addresses for both the Project Director and Authorized Representative so that reviewers' comments can be delivered successfully.

Preventing Alcohol and Other Drug Abuse among College Students

In response to alcohol and other drug (AOD) abuse on college campuses and in their surrounding communities, the U.S. Department of Education has supported and promoted the use of evidenced-based college and community prevention programs. Through discretionary grants and dissemination of information on effective strategies via its Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, ED supports efforts to address these complex issues facing our nation's institutions of higher education. Projects funded by ED have been based on theory, published evidence, expert consensus, practical experience, and evaluated programs.

In 2007, the Office of the Surgeon General identified high-risk drinking by college students as a major public health problem.¹ A series of studies indicate that the rates of alcohol use among college students exceed that of their non-college attending peers. In addition, in 2007, the National Center on Addiction and Substance Abuse at Columbia University found that the proportion of college students meeting one or more of the diagnostic criteria for abuse and dependence is nearly triple that of the general population.²

Data from the 2008 National Household Survey of Drug Use and Health indicates that among full-time college students in 2008, 61.0 percent were current drinkers, 40.5 percent binge drank (five or more drinks on the same occasion on at least 1 day in the past 30 days) and 16.3 percent were heavy drinkers (five or more drinks on the same occasion on each of 5 or more days in the past 30 days).³

1 Office of the Surgeon General. *The Surgeon General's Call to Action to Prevent and Reduce Underage Drinking*, Rockville, MD: Office of the Surgeon General, Department of Health and Human Services, 2007.

2 National Center on Addiction and Substance Abuse at Columbia University. *Wasting the Best and the Brightest: Substance Abuse at America's Colleges and Universities*, New York: The National Center on Addiction and Substance Abuse (CASA) at Columbia University, 2007.

3 *Results from the 2008 National Survey on Drug Use and Health (NSDUH)*: National Findings. SAMHSA, Office of Applied Studies, National Survey on Drug Use and Health, U.S Department of Health and Humans Services, 2009.

In addition, the National College Health Assessment (NCHA) Spring 2008 data show that while using alcohol, 35 percent of students reported they did something they later regretted; 19 percent indicated that they physically injured themselves, 30 percent forgot where they were and what they did, and 14.5 percent had unprotected sex.⁴

Data on the use of illicit drugs by college students also continues to be a cause of national concern. While the rate of current use of illicit drugs overall among 18 to 22 year olds did not change significantly from 2007 to 2008 among either full-time college students or others in this age group, 20.2 percent of college students reported using illicit drugs. However, there were increases between 2007 and 2008 among college students in the rates for the use of specific hallucinogens such as Ecstasy (from 0.5 to 1.2 percent) and LSD (from 0.3 to 0.6 percent).⁵

Therefore, there is a national need to identify and support exemplary and effective programs and strategies that reduce alcohol and other drug abuse among college students. The goals of this grant competition are to identify and disseminate information about exemplary and effective alcohol or other drug abuse prevention programs implemented on college campuses. Through this grant competition, ED also will recognize colleges and universities whose programs, while not yet exemplary or effective, show evidence that they are promising.

Exemplary and effective programs will show reductions in campus alcohol or other drug use or reductions in AOD-related problems. These programs should have a significant role in developing or maintaining a safe and healthy campus environment. Programs also should be part of a comprehensive approach—a broad, multifaceted, campus-based strategy focused on alcohol and other drug abuse prevention. A comprehensive approach is one that combines a range of policies, practices, and programs to address the various factors that influence student behavior, and results in an institution-wide approach to reducing alcohol or other drug problems on campus.

Note: All grantees funded under this program will be expected to promote a nonuse message to students under the minimum legal drinking age as part of their funded project.

NATIONAL PUBLICATION

Each institution recognized for having an exemplary or effective program may be featured in a national publication to bring attention to the selected institutions and their respective programs.

LESSONS LEARNED

ED's two decades of experience with discretionary grant programs has shown that successful projects adapt strategies that are based on sound prevention theory,

⁴ The American College Health Association, National College Health Assessment, Spring 2008 reference group data report (abridged) *Journal of American College Health*, 2009, 57:477-488.

⁵ *Results from the 2008 National Survey on Drug Use and Health (NSDUH): National Findings*. SAMHSA, Office of Applied Studies, National Survey on Drug Use and Health, U.S Department of Health and Humans Services, 2009.

research, or effective programs and practices. The implementation of a successful program relies on a strategic planning process, which will result in a well-designed needs assessment; the selection of policies and programs with evidence of effectiveness or a solid foundation in behavior change theory; specific goals and objectives; a summary that links each program and policy to specific objectives; and allocation of sufficient resources to ensure full implementation of the program.⁶

In October 2007, ED's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention published *Experiences in Effective Prevention*, which highlights core elements of effective campus-based alcohol and other drug abuse prevention programs. This publication, available online at www.higheredcenter.org/pubs/effective-prevention.pdf, is based on the experiences of 22 grantee institutions recognized as having model programs from 1999 to 2004 through the U.S. Department of Education's Alcohol and Other Drug Prevention Models on College Campuses grant competition.

The publication highlights core elements derived from the 22 model programs, which can be used as a foundation as you develop, implement, and evaluate your school's alcohol and other drug abuse prevention efforts. Regardless of the model used, there is a need for the campus community to be certain that it is proper for that particular setting. An institution must assess its needs, identify the most appropriate research-based strategies to address those needs, and adapt those strategies to the unique qualities of the campus. Taking these steps helps to ensure that the campus's prevention program is a tailored fit to the institution's vision for academic excellence.

IHEs have considerable experience in educational- and individual-based prevention programs on campuses, and these strategies are necessary in order to provide a comprehensive array of prevention programming on campus. ED emphasizes that while educational and individually focused prevention programs are necessary on college campuses, they are insufficient alone to create significant or long-lasting change. Therefore, ED is interested in projects that incorporate individual-based strategies into a broader and more comprehensive approach. Research strongly supports the use of comprehensive, integrated programs with multiple complementary components that target individuals, including at-risk or alcohol-dependent drinkers, the student population as a whole, and the college and surrounding community.⁷

The evidence supporting prevention strategies varies, which does not mean that one strategy is better than another. Some strategies have not been as thoroughly studied as others or have not been evaluated for specific application to drinkers in college. The Task Force of the National Advisory Council on Alcohol Abuse and Alcoholism (NIAAA) placed prevention strategies in tiers based on the evidence available to support or

⁶ DeJong, W. *Experiences in Effective Prevention*. The U.S. Department of Education's Alcohol and Other Drug Prevention Models on College Campuses Grants. The Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, U.S. Department of Education, 2007.

⁷ National Institute on Alcohol Abuse and Alcoholism. *A Call to Action: Changing the Culture of Drinking at U.S. Colleges*. U.S. Department of Health and Human Services, 2002.

refute them.⁸ Applicants should examine these tiers closely when identifying which strategies they plan to incorporate in their project design.

It also is noted that the concept of responsible drinking is much more complicated than it appears in preventing high-risk drinking among college students. There are many factors involved, including what was drunk and how rapidly; what, if anything, was eaten; and environmental factors. Furthermore, as people drink, their ability to make an unimpaired decision is lessened by the amount of alcohol consumed. Responsible drinking messages are at the least mixed and potentially misleading, which can result in a neutral, if not negative impact on preventing high-risk drinking among college students. To strengthen the quality of drug abuse and violence prevention programs implemented with funds from OSDFS, ED established a set of Principles of Effectiveness in 1998, since incorporated into the No Child Left Behind Act of 2001 (Title IV – Section 4115). Although the new statutory requirements do not specifically apply to this grant competition, a subset of the principles of effectiveness that are most applicable to institutions of higher education can be summed up as follows:

- Design programs based on a thorough needs assessment of objective data;
- Establish a set of measurable goals and objectives linked to identified needs;
- Implement prevention activities that research or evaluation have shown to be effective in preventing alcohol or other drug abuse among college students; and
- Use evaluation results to refine, improve, and strengthen the program and refine goals and objectives as appropriate.

Basic to the success of any program to prevent alcohol or other drug abuse among college students is the need to ensure the widespread involvement of key stakeholders including students, faculty members, alumni, and community members in the program's design and implementation. Leadership from college and university presidents and other senior administrators is essential to institutionalizing prevention as a priority on campus.

EVALUATION REQUIREMENTS

Evaluation is a powerful tool that supports program planning and an understanding of effective strategies to prevent alcohol or other drug abuse among college students. Keep in mind that what constitutes convincing evidence of success may differ from one project to the next. This grant competition requires each applicant to enhance and further evaluate an exemplary, effective, or promising alcohol or other drug abuse prevention program being implemented on its campus. Although it is anticipated that applicants may use a variety of both outcome-based and process measures for the program's enhancement, all applicants must use outcome-based performance measures that are related to the prevention and reduction of alcohol or other drug abuse among college students.

⁸ Ibid.

Outcome-Based Performance Measures

Examples of outcome-based performance measures may include, but are not limited to:

- changes in alcohol sales and service techniques and policies in social or commercial hosting situations that cater to students;
- decreases in the overall quantity and frequency of high-risk drinking; and
- changes in the number of AOD-related incidents or problems.

Process Measures

Examples of process measures may include, but are not limited to:

- decreases in the percentage of media advertisements promoting high-risk drinking;
- increases in the number and frequency of alcohol-free social activities; and
- increases in the percentage of individuals involved in AOD abuse prevention efforts.

Funding Priority

For FY 2010 and any subsequent year in which we make awards on the basis of the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c) (3), we consider only applications that meet this absolute priority.

Absolute Priority: Exemplary, Effective, and Promising Alcohol or Other Drug Abuse Prevention Programs on College Campuses

To meet the priority, in its application, an applicant must:

1. describe the program that has **for at least two full years** been implemented on its campus, including the structure and content of the program, the student population that is targeted by the program, and any unique features of the program;
2. provide a **detailed theoretical basis** for the program's effectiveness;
3. provide **data to demonstrate the program's impact** on the target student population, including evidence of cognitive or behavioral changes, or both, among the target population; and
4. **consent to a site visit** to clarify information in the application and verify evaluation data.

Note: All of the elements of these priorities must be clearly addressed in the grant application.

Selection Criteria

The following selection criteria will be used to evaluate your application. You should develop your narrative description to follow the sequence of criteria provided below. The maximum number of possible points for all selection criteria is 100. **Note:** The criteria contain weighted sub-criteria. Applicants must address each sub-criterion to qualify for the maximum number of points for each criterion.

These selection criteria are used by the first-stage peer reviewers to evaluate your application. You are advised to carefully read each selection criterion's sub-elements and the notes section below each criterion for further guidance.

1. Significance (20 points)

- A. The potential contribution of the program to the development and advancement of theory, knowledge, and practices in the field of study. (15 points)
- B. The quality of the applicant's plan to disseminate the program in ways that will enable others to use the information or strategies, including evidence of the program's readiness for replication. (5 points)

In your response to this criterion, you must provide a detailed description of the alcohol or other drug abuse prevention program that has been implemented on your campus for at least two full years. Your application must describe a comprehensive dissemination plan that provides information to other IHEs about your campus's alcohol or other drug abuse prevention program, informs them as to how the program might be used on their campus, and provides materials or enough detailed information so interested campuses can create a similar program. The plan may include but not be limited to writing articles for appropriate publications, providing consultations at your institution or at institutions interested in implementing the program, hosting a conference, or creating Web sites related to the project.

2. Project Design (40 points)

- A. The extent to which the design of the program reflects up-to-date knowledge from research and effective practices. (20 points)
- B. The extent to which the plan to enhance the program reflects up-to-date knowledge from research and effective practices. (10 points)
- C. The extent to which the goals, objectives, and outcomes to be achieved by the enhancement to the program are clearly specified and measurable. (10 points)

In your response to this criterion, clearly describe how the program that has been implemented on your campus for at least two full years is based on current research and practice to prevent alcohol or other drug abuse among college students.

You also must provide a comprehensive description of the enhancements you propose to make to the program, including how you selected the proposed enhancements, why they are appropriate strategies, and the specific outcomes you intend to achieve after implementation of the enhancements. Enhancements to the program may include, but are not limited to, expanding the number of students served by the program, identifying a new specific student population to be served by the program, or implementing a new strategy to evaluate. You should demonstrate how proposed enhancements will build on or improve the program.

You must clearly describe the conceptual framework underlying the proposed enhancements to your program, and explain how the enhancements reflect current research and practice to prevent alcohol or other drug abuse among college students.

3. Project Evaluation (40 points)

- A. The extent to which the evaluation data provide evidence of the effectiveness of the program in reducing alcohol or other drug use, or both, reducing problems resulting from alcohol or other drug use, or both, reducing risk factors, enhancing protective factors, or some combination of those impacts. (25 points)
- B. The extent to which the methods of evaluation used during the implementation of the program will provide guidance about effective strategies suitable for replication or testing in other settings. (10 points)
- C. The extent to which the methods of evaluation used during the enhancement of the program will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)

In your response to this criterion, you should address evidence of the effectiveness of your campus's alcohol or other drug abuse program. This includes a comprehensive explanation of the specific data that serve as a clear indication of your program's effectiveness. You must describe the methods used to evaluate your program, include the instruments used to measure the observed outcomes (or an in-depth description of those instruments), and provide quantitative and qualitative data collected before and after program implementation.

Your application also must specify your plan to evaluate the proposed enhancements to your program during the project period. Evaluations should be designed to continue to collect data on existing program elements as well as any program enhancements.

FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS (Pages 29-31)

- What steps can applicants take to maximize the chance of receiving a grant?
- How much money is available for this program?
- For the GEPA 427 statement, is it adequate to state that the organization does not discriminate on the basis of race, religion, sex, etc.?
- What should applicants use as a project start date?
- What are the project and budget periods for these grants?
- What is the deadline for transmittal of applications under this grant competition?
- May I get an extension of the deadline date?

- Do applicants need to include the address for responses in the letter to the State Single Point of Contact?
- What is required from an applicant whose State Single Point of Contact indicates that they are not reviewing applications for this grant competition?
- By what date do applicants have to submit their application to their State Single Point of Contact, if participating?
- Can charts and tables included in the application narrative be single-spaced?
- What steps should the applicant's Authorized Representative take before signing a grant application?
- Who do applicants contact information about this grant competition?

COMPETITION-SPECIFIC QUESTIONS (Pages 31-33)

- What are the goals of this grant competition?
- Who is eligible to apply?
- How many new awards will be made and what is the average amount of each award?
- Do I need to identify the level (i.e., exemplary, effective, or promising) for which I want my program recognized?
- Do I need to address all four elements of the absolute priority to be considered for this grant competition?
- Where do I consent to the site visit in my application?
- Will all applicants receive a site visit as part of the peer review process?
- What kinds of activities are likely to be "human subjects research"?

BUDGET INFORMATION (Pages 33-34)

- What guidance is available on developing a budget narrative?
- Are incentives an allowable expense to increase study participation in evaluation activities related to the grant?
- Is there a matching funds requirement?
- Is there a restricted indirect cost rate for this program?
- Can grant funds be used to support professional development activities?
- Are there guidelines for how much money can be spent on consultants? What is the daily limit and is there a cap?

APPLICATION SUBMITTAL INFORMATION (Pages 34-35)

- Do I have to submit my application electronically?

- **How do applicants register to submit electronically?**
- **If submitting the application electronically, how should applicants submit other forms with signatures?**
- **If I submit my application electronically, are there any compatibility restrictions, especially if I use Microsoft Vista?**
- **If I submit electronically, are there any restrictions on the file name length or size of the document?**

General Questions

What steps can applicants take to maximize the chances of receiving a grant?

- Before preparing the application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- Organize your program narrative according to the selection criteria.
- Respond to the scoring criteria, including weighted subcriteria thoroughly and completely. Reviewers are not permitted to give you “the benefit of the doubt;” thus all relevant information must be in your application.
- State in the abstract that you agree to a site visit review if your application is being considered for possible funding.
- If uncertain about any aspects of this application package, please first review the Frequently Asked Questions section. Most commonly asked questions are answered in this section. If a question is not addressed, please contact the competition manager (Amalia Cuervo) amalia.cuervo@ed.gov for clarification.
- Be sure that the application includes a budget request (ED Form 524) and a complete budget narrative justification.
- Transmit the application on or before the deadline date of March 31, 2010.

How much money is available for this program?

\$825,000 is expected to be available for these grants in FY 2010.

For the GEPA 427 statement, is it adequate to state that the organization does not discriminate on the basis of race, religion, sex, etc.?

No. An organization’s non-discrimination statement is not sufficient to meet the GEPA requirements. A GEPA statement should outline an entity’s potential barriers and solutions to equal access, specific to the proposed project.

What should applicants use as the project start date?

We expect that grants will be awarded in July 2010, so please plan for a date soon thereafter. For planning purposes, ED recommends using the following project period for grants awarded for up to 24 months: August 1, 2010 – July 31, 2012.

What are the project and budget periods for these grants?

The project and budget periods for Models grant program are up to 24 months. Budgets should be developed for a single budget period of up to 24 months. Total budget amounts requested for each budget category should be listed in a single column [Project Year 1 (a)] on the ED 524 Form.

What is the deadline date for transmittal of applications under this grant competition?

The deadline for transmittal is **March 31, 2010**.

May I get an extension of the deadline date?

Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in Section 3 [Legal and Regulatory Documents] section of this application package. Under very extraordinary circumstances ED may change the closing date for a grant competition. When this occurs, the Secretary announces such a change in a notice published in the *Federal Register*.

Do applicants need to include the address for responses in the letter to the State Single Point of Contact?

Yes. Applicants should direct them to send comments to the following address: The Secretary, EO 12372-CFDA #84.184N, U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW, Washington, DC 20202.

What is required from an applicant whose State Single Point of Contact indicates that they are not reviewing applications for this grant competition?

Applicants should include a copy of such a response from the State Single Point of Contact in their application package submitted to ED and check the appropriate line on the SF 424 form.

By what date do applicants have to submit their application to their State Single Point of Contact, if participating?

Applicants must submit their application to the State Single Point of Contact by the deadline date for transmitting their application to ED.

Can charts and tables included in the application narrative be single-spaced?

Yes. Charts and tables can be single-spaced provided they are legible.

What steps should the applicant's Authorized Representative take before signing a grant application?

The standard form that serves as a cover sheet for grant applications includes a certification statement that accompanies the authorized representative's signature. That certification indicates that the authorized representative's signature means that the information provided in the grant application is true and complete, to the best of the authorized representative's knowledge, and that any false, fictitious, or fraudulent statements or claims may subject the authorized representative to administrative, civil, or criminal penalties. As a result, an authorized representative should carefully review a grant application before signing it in order to ensure that all of the information contained in the application describes a project that has the organization's support and reflects an approach that the organization is committed to implementing if the project were to receive funding.

Who do applicants contact for more information about this grant competition?

For more information, applicants should contact Amalia Cuervo, Education Program Specialist, U.S. Department of Education, Office of Safe and Drug-Free Schools, phone: (202) 245-7881 or email: amalia.cuervo@ed.gov is preferred.

Competition-Specific Information

What are the goals of this grant competition?

The goals of this grant competition are to identify and disseminate information about exemplary and effective alcohol or other drug abuse prevention programs implemented on college campuses. Through this grant competition, ED also will recognize colleges and universities whose programs, while not yet exemplary or effective, show evidence that they are promising.

Who is eligible to apply?

This competition limits eligibility to institutions of higher education (IHEs) that offer an associate or baccalaureate degree. The following additional limitations on eligibility apply.

Limitations on Eligibility

Exemplary or effective programs: The length of time an IHE is ineligible for a subsequent award after receiving recognition for an exemplary or effective program is three years.

Promising programs: Programs recognized as promising may be eligible for a new award when their current grant is no longer active. A grant is considered active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds. A project that fails to achieve

exemplary or effective status after a second designation as a promising program may not reapply for three years after its second project period is no longer active.

How many new awards will be made and what is the average amount of each award?

It is estimated that we may make up to 6 new awards. This figure is only an estimate and does not bind ED to a specific number of grants. Projects will be funded for approximately \$100,000 to \$150,000, plus indirect costs, depending on the level of recognition.

Do I need to identify the level (i.e., exemplary, effective, or promising) for which I want my program recognized?

No. You should provide a comprehensive response to the three selection criteria and their respective sub-elements. ED selects an institution of higher education for recognition as having an exemplary, effective, or promising program based in part on the first stage peer reviewers comments and the recommendation from the two peer reviewers who conduct the site visit.

Do I need to address all four elements of the absolute priority to be considered for this grant competition?

Yes. Applications that do not clearly address all four required elements of the absolute priority will be deemed ineligible.

Where do I consent to the site visit in my application?

Applicants have discretion as to where they clearly consent to a site visit in their application. However, it is recommended that you clearly consent to a site visit in the Abstract section of your proposal.

Will all applicants receive a site visit as part of the peer review process?

No. Applicants may receive a one-day site visit by two peer reviewers, who will not be the same reviewers who evaluated and scored your proposal. The site visit's purpose is to provide another source of information about each project to ED. Since grantees under this program will be recognized as having an exemplary, effective, or promising program, a site visit is conducted to confirm the program's effectiveness and to clarify any concerns or questions raised by the first-stage reviewers. Under this grant competition, ED may select an institution of higher education for recognition as having an exemplary, effective, or promising program after considering the recommendation from the two peer reviewers who conduct the site visit. Therefore, please note that selection for a site visit does not ensure recognition as an exemplary, effective, or promising program by ED. We expect site visits to be conducted in May to June 2010. ED expects applicants selected for a site visit to be available during that time.

What kinds of activities are likely to be “human subjects research”?

The Common Rule for Protection of Human Subjects in Research (34 CFR 97) applies to ED grants that include covered research. This includes some evaluation research. ED determination of whether a grant includes covered research occurs after a decision is made to fund an application.

Timelines and budgets should take into account the fact that no covered research can be conducted until it has ED human subjects’ clearance. ED clearance requires a Federal Wide Assurance (FWA) which is the grantee’s agreement to abide by Federal regulations, and an Institutional Review Board (IRB) approval of the proposed research. More information is available at:
<http://www2.ed.gov/about/offices/list/ocfo/humansub.html>.

Budget Information

What guidance is available on developing a budget narrative?

For additional guidance on preparing a budget narrative, please see
http://www.ed.gov/admins/grants/apply/techassist/resource_pg8.html.

Are incentives an allowable expense to increase study participation in evaluation activities related to the grant?

Grantees may use grant funds to provide modest incentives to increase participation in evaluation activities, such as focus groups or surveys, in order to improve response rates and, as a result, the quality of the project evaluation. Any incentives must be both “necessary and reasonable” for implementation of the grant, and may not include cash payments or items such as food or recreational expenses that are generally prohibited under the cost principles in OMB Circular A-21 that apply to this competition. The value of an incentive that meets these conditions should be limited to no more than \$10 per individual. A grantee may also offer to provide an incentive to one or more of a larger group of focus group or survey participants using a random process. In that case, the item to be provided as an incentive may not exceed \$100 in value.

Is there a matching funds requirement?

No. However, if you volunteer to provide matching funds or other non-federal resources to the project, you must complete Section B on ED Form 524 (Budget Information Form). You also will be required to account for voluntary matching funds or other non-federal resources committed to this project in your final performance report.

Is there a restricted indirect cost rate for this program?

No. For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (often the Department of Health and Human Services for IHEs). **Note:** Since these grants are not research grants, it is not appropriate to use your institution's indirect cost rate for organized research. If you intend to claim indirect costs during the project period, you should use the indirect cost rate for other sponsored activities, as specified in your institution's federally-approved indirect cost rate agreement.

You are encouraged to give priority to direct services to students by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain a competitive advantage if you do.

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, ED will establish a temporary indirect cost rate for your project (i.e., 10 percent of the direct salaries and wages included in the budget for the project). You will be allowed to draw at the temporary rate during the first 90 days after ED made the grant, as determined by the date of the Grant Award Notification. If you do not submit an indirect cost rate proposal to your cognizant agency within that first 90 days, you will not be allowed to draw any more funds for indirect costs until you obtain a federally recognized indirect cost rate from your cognizant agency. For more information about indirect cost rates, visit www.ed.gov/about/offices/list/ocfo/intro.html.

Can grant funds be used to support professional development activities?

Yes, as long as the activities directly support the purposes of the grant.

Are there guidelines for how much money can be spent on consultants? What is the daily limit and is there a cap?

There is no daily limit or cap for consultant fees. In determining appropriate rates for consultants, applicants should be guided by the general guidance in the cost principles in OMB Circular A-21 (Cost Principles for Educational Institutions) that all costs charged to a grant should be both necessary and reasonable. Information related to these fees should be included on ED Form 524 under the contractual budget category. Also, applicants must fully substantiate all expenditures in the budget narrative.

Application Transmittal Information

Do I have to submit my application electronically?

No. Applications may be submitted electronically or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose

to submit your application electronically you must use the e-Grants Web site, accessible at: <http://e-grants.ed.gov>. **Note:** You may not submit your application by e-mail or facsimile.

How do applicants register to submit electronically?

Applicants that are new users using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on-line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930.

If submitting the application electronically, how should applicants submit other required forms with signatures?

If submitting an electronic application, applicants may either upload signed versions of the forms, in a .pdf format, or fax the signed forms to the attention of Amalia Cuervo at (202) 245-7166, and must be received within three (3) days of your application submission.

If I submit my application electronically, are there any compatibility restrictions, especially if I use Microsoft Vista?

You must submit your application in a .DOC (document), .RTF (rich text), or a .PDF (Portable Document) format in order for your application to submit successfully to the Department. If you submit your application in any other format, we will not be able to access your document. Also note, if you are using the Microsoft Word from the Vista Operating System, you will need to convert your document from a .DOCX to a .DOC file before you can submit.

If I submit electronically, are there any restrictions on the file name length or size of the document?

No, e-Application does not have a restriction on the number of characters in a file name or the size of the file being uploaded into the system. However, in the past we have encountered problems opening files that had large names or were extremely large documents, especially those that had quite a number of graphics embedded in the document. We suggest you limit these so the Department will not have any problems accessing the attachments you submit.

Alcohol and Other Drug Abuse Prevention Resource List

American College Health Association, National College Health Assessment, Spring 2008 reference group data report (abridged) *Journal of American College Health*:2009;57:477-488.

DeJong, William, et al., Environmental Management: A Comprehensive Strategy for Reducing Alcohol and Other Drug Use on College Campuses. The Higher Education Center for Alcohol and Other Drug Prevention, U.S. Department of Education, 1998.

DeJong, William, et al., Experiences in Effective Prevention. The U.S. Department of Education's Alcohol and Other Drug Prevention Models on College Campuses Grants. The Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, U.S. Department of Education, 2007.

DeJong, William and Linda Langford, Evaluating Environmental Management Approaches to Alcohol and Other Drug Abuse Prevention. The Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, U.S. Department of Education, 2006.

Johannessen, Koreen, et al., A Practical Guide to Alcohol Abuse Prevention: A Campus Case Study in Implementing Social Norms and Environmental Management Approaches. The Higher Education Center for Alcohol and Other Drug Prevention, U.S. Department of Education, 1999.

Johnston, L.D., O'Malley, P.M., et al. Monitoring the Future: National Survey Results on Drug Use on College Students and Adults. Volume II, National Institute on Drug Abuse, 2007.

Muraskin, Lana D., Understanding Evaluation: The Way to Better Prevention Programs. The Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, U.S. Department of Education, 1993.

National Center on Addiction and Substance Abuse at Columbia University, Wasting the Best and the Brightest: Substance Abuse at America's Colleges and Universities, New York: The National Center on Addiction and Substance Abuse (CASA) at Columbia University, 2007.

National Institute on Drug Abuse, Preventing Drug Use Among Children and Adolescents: A Research-Based Guide for Parents, Educators, and Community Leaders. National Institutes on Health, 2003.

Office of the Surgeon General. The Surgeon General's Call to Action to Prevent and Reduce Underage Drinking, Rockville, MD: Office of the Surgeon General, Department of Health and Human Services, 2007.

Perkins, H. Wesley and David W. Craig, A Multifaceted Social Norms Approach to Reduce High-Risk Drinking: Lessons from Hobart and William Smith Colleges. The Higher Education Center for Alcohol and Other Drug Prevention, U.S. Department of Education, 2002.

Presley, Cheryl A., S. Bryn Austin, and Judith Jacobs, Selecting the Right Tool: A Compendium of Alcohol and Other Drug Assessment and Evaluation Instruments for Use in Higher Education. The Higher Education Center for Alcohol and Other Drug Prevention, U.S. Department of Education, 1998.

Ryan, Barbara E., Alcohol and Other Drugs: Prevention Challenges at Community Colleges. The Higher Education Center for Alcohol and Other Drug Prevention, U.S. Department of Education, 1998.

Ryan, Barbara E., Tom Colthurst, and Lance Segars, College Alcohol Risk Assessment Guide: Environmental Approaches to Prevention. The Higher Education Center for Alcohol and Other Drug Prevention, U.S. Department of Education, 1997.

Task Force of the National Advisory Council on Alcohol Abuse and Alcoholism, A Call to Action: Changing the Culture of Drinking at U.S. Colleges. National Institutes of Health, U.S. Department of Health and Human Services, 2002.

III. Legal and Regulatory Documents

4000-01-U

DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Overview Information

Models of Exemplary, Effective, and Promising Alcohol or Other Drug Abuse Prevention Programs on College Campuses

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.184N.

Dates:

Applications Available: February 22, 2010

Deadline for Transmittal of Applications: March 31, 2010.

Deadline for Intergovernmental Review: June 1, 2010.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The goals of this program are to identify and disseminate information about exemplary and effective alcohol or other drug abuse prevention programs implemented on college campuses. Through this grant competition, the U.S. Department of Education (ED) also will recognize colleges and universities whose programs, while not yet exemplary or effective, show evidence that they are promising.

Priority: This priority is from the notice of final priority, definitions, requirements, and selection criteria for this competition, published in the Federal Register on April 1, 2008 (73 FR 17867).

Absolute Priority: For FY 2010 and any subsequent year in which we make awards based on the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Exemplary, Effective, and Promising Alcohol or Other Drug Abuse Prevention Programs on College Campuses.

Under this priority the Department provides funding to institutions of higher education (IHEs) that have implemented an exemplary, effective, or promising alcohol or other drug abuse prevention program on their campus. To meet the priority, in its application, an applicant must:

1. Describe the program that has for at least two full years been implemented on its campus, including the structure and content of the program, the student population that is targeted by the program, and any unique features of the program;
2. Provide a detailed theoretical basis for the program's effectiveness;
3. Provide data to demonstrate the program's impact on the target student population, including evidence of cognitive or behavioral changes, or both, among the target population; and
4. Consent to a site visit to clarify information in the application and verify evaluation data.

Under this competition, the Department selects an IHE for recognition as having an exemplary, effective, or promising program based on the recommendation from the two peer

reviewers who conduct the site visit. Therefore, note that selection for a site visit does not ensure recognition as an exemplary, effective, or promising program by the Department.

Recognition Types

Contingent upon the quality of data provided by the applicant and the recommendation of site visitors, an applicant may earn one of three levels of recognition.

Level 1 is recognition as an exemplary program. An IHE whose program is designated as exemplary must:

1. Within 30 days of receiving an award, provide to the Department a plan to disseminate information about its program to other IHEs;
2. Upon approval by the Department, implement its dissemination plan; and
3. Enhance and further evaluate the exemplary program during the project period of the grant award.

Level 2 is recognition as an effective program. An IHE whose program is designated as effective must:

1. Within 30 days of receiving an award, provide to the Department a plan to disseminate information about its program to other IHEs;
2. Upon approval by the Department, implement its dissemination plan; and
3. Enhance and further evaluate the effective program during the project period of the grant award.

Level 3 is designation as a promising program. An IHE whose program is recognized as promising must:

1. Within 30 days of receiving an award, submit to the Department a plan to enhance and further evaluate its program;
2. Upon approval by the Department, implement its enhancement and evaluation plan; and
3. Within 12 months of award, provide to the Department a report detailing the results of its evaluation.

Definitions

1. Exemplary program means a program that has a strong theoretical base and demonstrated effectiveness in reducing alcohol or other drug abuse among college students or reducing problems resulting from alcohol or other drug use among college students, using a research design of the highest quality. For the purpose of this grant competition, a research design of the highest quality means an experimental design in which students are randomly assigned to participate in a project being evaluated (treatment group) or not participate in the project (control group). The effect of the project is the difference in outcomes between the treatment and control groups.

If strong, experimentally determined evidence of the effectiveness of a program already exists, and the program was implemented on the applicant's campus with fidelity to the research, then a quasi-experimental evaluation of the program's implementation on the applicant's campus may be an acceptable research design. For the purpose of this grant competition, quasi-experimental designs include several designs that attempt to approximate a random assignment design.

2. Effective program means a program that has a strong theoretical base and has been evaluated using either an experimental or quasi-experimental research design, with the evaluation results suggesting effectiveness in reducing alcohol or other drug abuse among college students, reducing problems resulting from alcohol or other drug use among college

students, reducing risk factors, enhancing protective factors, or resulting in some combination of those impacts.

3. Promising program means a program that has a strong theoretical base and for which evidence has been obtained, using limited research methods, that the program may reduce alcohol or other drug abuse among college students, reduce problems resulting from alcohol or other drug use among college students, reduce risk factors, enhance protective factors, or result in some combination of those impacts. For the purpose of this grant competition, limited research methods are methods that include a pre- and post-treatment measurement of the effects of a treatment on a single subject or group of single subjects.

Program Authority: 20 U.S.C. 7131.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations in 34 CFR part 299. (c) The notice of final priority, definitions, requirements, and selection criteria, published in the Federal Register on April 1, 2008 (73 FR 17867).

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$825,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards later in FY 2010 and in subsequent years from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$125,000 - \$175,000.

Estimated Average Size of Awards: \$137,500.

Estimated Number of Awards: 6.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 24 months. No continuation awards will be provided.

III. Eligibility Information

1. Eligible Applicants: IHEs that offer an associate or baccalaureate degree.

Limitations on Eligibility

(a) Exemplary or effective programs. The length of time an IHE is ineligible for a subsequent award after receiving recognition for an exemplary or effective program is three years.

(b) Promising programs. Programs recognized as promising may be eligible for a new award when their current grant is no longer active. A grant is considered active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds. A project that fails to achieve exemplary or effective status after a second designation as a promising program may not reapply for three years after its second project period is no longer active.

2. Cost Sharing or Matching: This competition does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package:

You can obtain an application package via the Internet. To obtain a copy via the Internet, use the following address: www.ed.gov/fund/grant/apply/grantapps/index.html.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person listed under Accessible Format in section VIII of this notice.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

3. Submission Dates and Times:

Applications Available: February 22, 2010.

Deadline for Transmittal of Applications: March 31, 2010.

Applications for grants under this competition may be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants site, or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, please refer to section IV. 6. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: June 1, 2010.

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice. The maximum amount an applicant may receive for a project recognized as an exemplary or effective program may be no more than \$150,000 plus indirect costs, and a project recognized as a promising program may receive no more than \$100,000 plus indirect costs.

6. Other Submission Requirements: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

If you choose to submit your application to us electronically, you must use e-Application, accessible through the Department's e-Grants Web site at: <http://e-grants.ed.gov>.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- Your participation in e-Application is voluntary.
- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. E-Application will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

- The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00

a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password protected file, we will not review that material.

- Your electronic application must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the SF 424 to the Office of Safe and Drug Free Schools after following these steps:

- (1) Print SF 424 from e-Application.

- (2) The applicant's Authorizing Representative must sign this form.

- (3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

- (4) Fax the signed SF 424 to Amalia Cuervo at (202) 245-7166.

- We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of System Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

- (1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

- (2) (a) E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

- (b) E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of e-Application. If e-Application is available, and, for any reason, you are unable to submit your application

electronically or you do not receive an automatic acknowledgment of your submission, you may submit your application in paper format by mail or hand delivery in accordance with the instructions in this notice.

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184N)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184N)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

Selection Criteria: The selection criteria for this competition are from the notice of final priority, definitions, requirements, and selection criteria published in the Federal Register on April 1, 2008 (73 FR 17867) and are listed in the application package.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial and performance information, as directed by the Secretary. For this competition, if you receive an award for a project period of more than 12 months you must also submit an interim report 12 months after the award date that provides the most current performance and financial expenditure information as directed by the Secretary. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measure: The Secretary may choose to develop performance measures for the Models of Exemplary, Effective, and Promising Alcohol or Other Drug Abuse Prevention Programs on College Campuses in accordance with the Government Performance and Results Act of 1993 (GPRA). If measures are developed, grantees will be asked to provide information that relates to participant outcomes and project management.

VII. Agency Contact

For Further Information Contact: Amalia Cuervo, U.S. Department of Education, 400 Maryland Avenue, SW., room 10068, PCP, Washington DC 20202-6450. Telephone: 202-245-7881. Or by e-mail: amalia.cuervo@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the competition contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister. To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html.

Dated: February 16, 2010

_____/s/_____
Kevin Jennings,
Assistant Deputy Secretary for Safe and Drug-Free
Schools.

FR Doc E8-6678[Federal Register: April 1, 2008 (Volume 73, Number 63)]
[Notices]
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From the Federal Register Online via GPO Access [wais.access.gpo.gov]
[DOCID:fr01ap08-115]

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Part VI

Department of Education

Notice of Final Priority, Definitions, Requirements, and Selection
Criteria; Notice

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DEPARTMENT OF EDUCATION

Notice of Final Priority, Definitions, Requirements, and
Selection Criteria

AGENCY: Office of Safe and Drug-Free Schools, Department of Education.

ACTION: Notice of final priority, definitions, requirements, and
selection criteria.

SUMMARY: The Assistant Deputy Secretary for Safe and Drug-Free Schools
announces a priority, definitions, requirements, and selection criteria
under the Models of Exemplary, Effective, and Promising Alcohol or
Other Drug Abuse Prevention Programs on College Campuses grant
competition. The Assistant Deputy Secretary may use the priority,
definitions, requirements, and selection criteria for competitions in
fiscal year (FY) 2008 and later years.

DATES: Effective Date: The priority, definitions, requirements, and
selection criteria are effective May 1, 2008.

FOR FURTHER INFORMATION CONTACT: Richard Lucey, Jr., U.S. Department of
Education, 400 Maryland Avenue, SW., room 3E335, Washington, DC 20202-
6450. Telephone: (202) 205-5471, or by e-mail: richard.lucey@ed.gov.

If you use a telecommunications device for the deaf (TDD), you may
call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an
alternative format (e.g., Braille, large print, audiotape, or computer
diskette) on request to the contact person listed under FOR FURTHER
INFORMATION CONTACT.

SUPPLEMENTARY INFORMATION: We published a notice of proposed priority,
definitions, requirements, and selection criteria for this competition

in the Federal Register on December 26, 2007 (72 FR 73012). Except for minor editorial revisions in the priority, there are no differences between the notice of proposed priority, definitions, requirements, and selection criteria and this notice of final priority, definitions, requirements, and selection criteria.

Analysis of Comments and Changes

In response to our invitation in the notice of proposed priority, definitions, requirements, and selection criteria, one party submitted a comment on the proposed eligibility requirements. An analysis of the comment and of any changes in the priority, definitions, requirements, and selection criteria since publication of the notice of proposed priority, definitions, requirements, and selection criteria follows.

Generally, we do not address technical and other minor changes--and suggested changes the law does not authorize us to make under the applicable statutory authority.

Eligible Applicants

Comment: One commenter recommended that eligible applicants include the national headquarters or educational foundations of campus-based fraternities and sororities.

Discussion: We have designed this program for institutions of higher education (IHEs) because the emphasis of this grant program is not only to recognize an IHE for having implemented an exemplary, effective, or promising program on its campus, but also to assist the IHE in strengthening the program through enhancement and further evaluation. This emphasis encourages and fosters key aspects of effective campus-based prevention, including conducting a problem analysis or needs assessment, setting goals and objectives that are relevant to the campus's identified alcohol or other drug abuse problems, implementing and evaluating appropriate prevention and early intervention strategies, and identifying and securing the involvement of a cross-representation of campus- and community-based partners.

If we extended eligibility for this grant program to non-IHEs, we would run the risk of recognizing entities that are developing programs for a specific student population, such as first-year students, members of fraternities and/or sororities, and student-athletes, in an insular manner without any collaboration or input with the at-large campus community. Such an approach would run counter to current prevention research that demonstrates coalition-building and collaboration with a broad representation of constituents as a vital and effective component of a campus's alcohol or other drug abuse prevention efforts. Research strongly supports the use of comprehensive, integrated programs with multiple complementary components that target individuals, including at-risk or alcohol-dependent drinkers; the student population as a whole; and the college and surrounding community.

Although we do not propose that non-IHEs be eligible for funding under this grant program, we recognize that non-IHEs can play an important role in collaborating with an IHE as part of the campus's comprehensive alcohol or other drug abuse prevention efforts and we strongly encourage such a relationship. For instance, an IHE may submit an application for recognition as an exemplary, effective, or promising program that has evidence of effectiveness in preventing alcohol or other drug abuse among members of the campus's fraternity and/or

sorority members, and is supported by the national headquarters or educational foundations of campus-based fraternities and sororities.

Changes: None.

Note: This notice does not solicit applications. In any year in which we choose to use the priority, definitions, requirements, and selection criteria, we invite applications through a notice in the Federal Register. When inviting applications we designate the priority as absolute, competitive preference, or invitational. The effect of each type of priority follows:

Absolute Priority: Under an absolute priority we consider only applications that meet the priority (34 CFR 75.105(c)(3)).

Competitive preference priority: Under a competitive preference priority we give competitive preference to an application by either (1) awarding additional points, depending on how well or the extent to which the application meets the competitive priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the competitive priority over an application of comparable merit that does not meet the priority (34 CFR 75.105(c)(2)(ii)).

Invitational priority: Under an invitational priority we are particularly interested in applications that meet the invitational priority. However, we do not give an application that meets the invitational priority a competitive or absolute preference over other applications (34 CFR 75.105(c)(1)).

Priority: Exemplary, Effective, and Promising Alcohol or Other Drug Abuse Prevention Programs on College Campuses

Under this priority the Department provides funding to IHEs that have implemented an exemplary, effective, or promising alcohol or other drug abuse prevention program on their campus. To meet the priority, in its application, an applicant must:

1. Describe the program that has for at least two full years been implemented on its campus, including the structure and content of the program, the student population that is targeted by the program, and any unique features of the program;

2. Provide a detailed theoretical basis for the program's effectiveness;

3. Provide data to demonstrate the program's impact on the target student population, including evidence of cognitive or behavioral changes, or both, among the target population; and

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4. Consent to a site visit to clarify information in the application and verify evaluation data.

Under this program, the Department selects an IHE for recognition as having an exemplary, effective, or promising program based on the recommendation from the two peer reviewers who conduct the site visit. Therefore, note that selection for a site visit does not ensure recognition as an exemplary, effective, or promising program by the Department.

Recognition Types

Contingent upon the quality of data provided by the applicant and the recommendation of site visitors, an applicant may earn one of three levels of recognition.

Level 1 is recognition as an exemplary program. An IHE whose program is designated as exemplary must:

1. Within 30 days of receiving an award, provide to the Department a plan to disseminate information about its program to other IHEs;
2. Upon approval by the Department, implement its dissemination plan; and
3. Enhance and further evaluate the exemplary program during the project period of the grant award.

Level 2 is recognition as an effective program. An IHE whose program is designated as effective must:

1. Within 30 days of receiving an award, provide to the Department a plan to disseminate information about its program to other IHEs;
2. Upon approval by the Department, implement its dissemination plan; and
3. Enhance and further evaluate the effective program during the project period of the grant award.

Level 3 is designation as a promising program. An IHE whose program is recognized as promising must:

1. Within 30 days of receiving an award, submit to the Department a plan to enhance and further evaluate its program;
2. Upon approval by the Department, implement its enhancement and evaluation plan; and
3. Within 12 months of award, provide to the Department a report detailing the results of its evaluation.

Definitions

1. Exemplary program means a program that has a strong theoretical base and demonstrated effectiveness in reducing alcohol or other drug abuse among college students or reducing problems resulting from alcohol or other drug use among college students, using a research design of the highest quality. For the purpose of this grant competition, a research design of the highest quality means an experimental design in which students are randomly assigned to participate in a project being evaluated (treatment group) or not participate in the project (control group). The effect of the project is the difference in outcomes between the treatment and control groups.

If strong, experimentally determined evidence of the effectiveness of a program already exists, and the program was implemented on the applicant's campus with fidelity to the research, then a quasi-experimental evaluation of the program's implementation on the applicant's campus may be an acceptable research design. For the purpose of this grant competition, quasi-experimental designs include several designs that attempt to approximate a random assignment design.

2. Effective program means a program that has a strong theoretical base and has been evaluated using either an experimental or quasi-experimental research design, with the evaluation results suggesting effectiveness in reducing alcohol or other drug abuse among college students, reducing problems resulting from alcohol or other drug use among college students, reducing risk factors, enhancing protective factors, or resulting in some combination of those impacts.

3. Promising program means a program that has a strong theoretical base and for which evidence has been obtained, using limited research methods, that the program may reduce alcohol or other drug abuse among college students, reduce problems resulting from alcohol or other drug use among college students, reduce risk factors, enhance protective factors, or result in some combination of those impacts. For the purpose of this grant competition, limited research methods are methods that include a pre- and post-treatment measurement of the effects of a treatment on a single subject or group of single subjects.

Requirements

Eligible Applicants

Only IHEs that offer an associate or baccalaureate degree are eligible under this program.

Limitations on Eligibility

(a) Exemplary or effective programs. The length of time an IHE is ineligible for a subsequent award after receiving recognition for an exemplary or effective program is three years.

(b) Promising programs. Programs recognized as promising may be eligible for a new award when their current grant is no longer active. A grant is considered active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds. A project that fails to achieve exemplary or effective status after a second designation as a promising program may not reapply for three years after its second project period is no longer active.

Funding Limits for Applicants

The maximum amount an applicant may receive for a project recognized as an exemplary or effective program may be no more than \$150,000 plus indirect costs, and a project recognized as a promising program may receive no more than \$100,000 plus indirect costs.

Selection Criteria

1. Significance

(a) The potential contribution of the program to the development and advancement of theory, knowledge, and practices in the field of study.

(b) The quality of the applicant's plan to disseminate the program in ways that will enable others to use the information or strategies, including evidence of the program's readiness for replication.

2. Project Design

(a) The extent to which the design of the program reflects up-to-date knowledge from research and effective practices.

(b) The extent to which the plan to enhance the program reflects up-to-date knowledge from research and effective practices.

(c) The extent to which the goals, objectives, and outcomes to be achieved by the enhancement to the program are clearly specified and measurable.

3. Project Evaluation

(a) The extent to which the evaluation data provide evidence of the effectiveness of the program in reducing alcohol or other drug use, or both, reducing problems resulting from alcohol or other drug use, or both, reducing risk factors, enhancing protective factors, or some combination of those impacts.

(b) The extent to which the methods of evaluation used during the implementation of the program will provide guidance about effective strategies suitable for replication or testing in other settings.

(c) The extent to which the methods of evaluation used during the enhancement of the program will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

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Executive Order 12866

This notice of final priority, definitions, requirements, and selection criteria has been reviewed in accordance with Executive Order 12866. Under the terms of the order, we have assessed the potential costs and benefits of this regulatory action.

The potential costs associated with the notice of final priority, definitions, requirements, and selection criteria are those resulting from statutory requirements and those we have determined as necessary for administering this program effectively and efficiently.

In assessing the potential costs and benefits--both quantitative and qualitative--of this notice of final priority, definitions, requirements, and selection criteria, we have determined that the benefits of the final priority, definitions, requirements, and selection criteria justify the costs.

We have also determined that this regulatory action does not unduly interfere with State, local, and tribal governments in the exercise of their governmental functions.

We summarized the costs and benefits in the notice of proposed priority, definitions, requirements, and selection criteria.

Intergovernmental Review

This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. One of the objectives of the Executive order is to foster an intergovernmental partnership and a strengthened federalism. The Executive order relies on processes developed by State and local governments for coordination and review of proposed Federal financial assistance.

This document provides early notification of our specific plans and actions for this program.

Electronic Access to This Document

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: <http://www.ed.gov/news/fedregister>.

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC area at (202) 512-1530.

You may also view this document in text at the following site:
<http://www.ed.gov/programs/dvpcollege/applicant.html>.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:
<http://www.gpoaccess.gov/nara/index.html>.

(Catalog of Federal Domestic Assistance Number: 84.184N Office of Safe and Drug-Free Schools--Models of Exemplary, Effective, and Promising Alcohol and Other Drug Abuse Prevention Programs on College Campuses)

Program Authority: 20 U.S.C. 7131.

Dated: March 26, 2008.
Deborah A. Price,
Assistant Deputy Secretary for Safe and Drug-Free Schools.
[FR Doc. E8-6678 Filed 3-31-08; 8:45 am]

Authorizing Legislation

Elementary and Secondary Education Act (ESEA)

Title IV – 21st Century Schools, Part A – Safe and Drug-Free Schools and Communities

Subpart 2-National Programs, Section 4121 – Federal Activities

(a) Program Authorized-From funds made available to carry out this subpart under section 4003(2), the Secretary, in consultation with the Secretary of Health and Human Services, the Director of the Office of National Drug Control Policy, and the Attorney General, shall carry out programs to prevent the illegal use of drugs and violence among, and promote safety and discipline for, students. The Secretary shall carry out such programs directly, or through grants, contracts, or cooperative agreements with public and private entities and individuals, or through agreements with other Federal agencies, and shall coordinate such programs with other appropriate Federal activities. Such programs may include-

- 1) the development and demonstration of innovative strategies for the training of school personnel, parents, and members of the community for drug and violence prevention activities based on State and local needs;
 - 2) the development, demonstration, scientifically based evaluation, and dissemination of innovative and high quality drug and violence prevention programs and activities, based on State and local needs, which may include-
 - a) alternative education models, either established within a school or separate and apart from an existing school, that are designed to promote drug and violence prevention, reduce disruptive behavior, reduce the need for repeat suspensions and expulsions, enable students to meet challenging State academic standards, and enable students to return to the regular classroom as soon as possible;
 - b) community service and service-learning projects, designed to rebuild safe and health neighborhoods and increase students' sense of individual responsibility
 - c) video-based projects developed by noncommercial telecommunications entities that provide young people with models for conflict resolution and responsible decision-making; and
 - d) child abuse education and prevention programs for elementary and secondary students;
 - 3) the provision of information on drug abuse education and prevention to the Secretary of Health and Human Services for dissemination;
 - 4) the provision of information on violence prevention and education and school safety to the Department of Justice for dissemination;
 - 5) technical assistance to chief executive officers, State agencies, local educational agencies, and other recipients of funding under this part to build capacity to develop and implement high-quality, effective drug and violence prevention programs consistent with the principles of effectiveness in section 4115(a);
 - 6) assistance to school systems that have particularly severe drug and violence problems, including hiring drug prevention and school safety coordinators, or assistance to support appropriate response efforts to crisis situations;
 - 7) the development of education and training programs, curricula, instructional materials, and professional training and development for preventing and reducing the incidence of crimes and conflicts motivated by hate in localities most directly affected by hate crimes;
 - 8) activities in communities designated as empowerment zones or enterprise communities that will connect schools to community-wide efforts to reduce drug and violence problems; and
 - 9) other activities in accordance with the purpose of this part, based on State and local needs.
- (b) Peer Review-The Secretary shall use a peer review process in reviewing applications for funds under this section.

IV. General Application Instructions and Information

Preparing the Application

A completed application for assistance under this competition consists of two parts: a detailed narrative description of the proposed project and budget, and all forms and assurances that must be submitted in order to receive a grant. An application under this program should address the specific needs of the applicant and propose activities specifically designed to meet those needs. We strongly discourage applicants from using “form” applications that address general rather than specific needs. Identical or substantially similar applications are not responsive to the selection criteria.

A panel of non-federal readers with experience in alcohol and other drug abuse prevention will review each eligible application submitted by the deadline. The panel will award points ranging from 0 to 100 to each application depending on how well the selection criteria are addressed. Be sure you provide a comprehensive response to each factor under each selection criterion. Applications that fail to do so will be read, but our experience suggests they may not score well enough to be funded.

DUNS NUMBER INSTRUCTIONS

All applicants must obtain and use a D-U-N-S Number, and all applicants applying through ED’s e-Grants must be registered. Information on how to obtain a D-U-N-S Number is included below. The D-U-N-S Number used on the application must be the same number that you used to register with the Central Contractor Registry. If the numbers are not the same, e-Application will reject the application.

The DUNS Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps to ensure the accuracy of the DUNS Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a DUNS Number has been entered correctly.

You can obtain a DUNS Number at no charge by calling 800/333-0505 or by completing the DUNS Number Request Form, available online at www.dnb.com/US/duns_update/index.html. Dun & Bradstreet, a global information provider, has assigned DUNS Numbers to more than 43 million companies worldwide. Customer service is available on Monday-Friday from 8:00 a.m. to 6:00 p.m. (Eastern Time) at 888/814-1435.

Organizing the Application

We recommend that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and

evaluation easier. Note that applications submitted electronically must follow the format given in the e-Application system. The system will then organize the information automatically.

1. Application for Federal Assistance (SF 424): This is the title page of your application. Be sure that item 11 of SF 424, clearly identifies the Catalog of Federal Domestic Assistance (CFDA) Number and Title of the competition under which funds are being requested, which are: **CFDA #84.184N**, title: Models of Exemplary, Effective, and Promising Alcohol and Other Drug Abuse Prevention Programs on College Campuses.

Under item 3 in the ED Supplemental Information that you will complete with the SF 424, indicate whether the proposed project includes human subjects research activities, and if so, whether any or all of the proposed activities are exempt. For additional guidance see instructions for ED Supplemental Information in the required forms section of this application package or call ED's protection of human subjects coordinator at 202-260-3353.

If you submit a proposal for this grant competition via e-Application, please complete SF 424 first. e-Application will insert the correct CFDA number and program name automatically where needed.

If you submit your proposal in paper format by mail or hand delivery, you will need to insert the correct CFDA number and program name where requested.

2. Table of Contents: Provide an itemized listing of each section of the application package, including page numbers.

3. Program Abstract: Clearly mark this page with the applicant/organization name as shown in item 8a of SF 424. The abstract should not exceed one page and should provide a concise and accurate description of the proposed project including its objectives, approaches to be used, and its expected outcomes. Please include information regarding your willingness to host a site visit.

4. Project Narrative: The narrative must contain evidence that the applicant meets the grant competition's absolute priority, and should contain and follow in sequence the information requested for each selection criterion. Applicants should review Section II for a discussion of the selection criteria and the chief considerations for this grant competition. A timeline or schedule of tasks and events, responsible person(s), project milestone(s), and/or completion dates should be included in the narrative.

5. Budget Form (ED Form 524): Use the Budget Information Form to prepare one budget that covers the entire (up to 24 month) budget period. Provide amounts for major budget categories.

6. Budget Narrative:

You must include a detailed budget narrative for the entire (up to 24 month) performance period that supports and explains the information provided on ED Form 524. Use the same budget categories as those on ED Form 524 and explain the basis used to estimate costs for all budget categories, and how the cost items relate to the project's goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the project, reasonable for the scope and complexity of the project, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

The Budget Information Form and accompanying narrative should provide enough detail for ED staff to easily understand how costs were determined and if the budget is commensurate with the scope of the project. **Note:** Failure to submit a detailed budget narrative may result in significant cuts to your request.

For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency. Be sure to include evidence of a federally negotiated indirect cost rate. If you budget for contractual services, please note that indirect costs may be applied only to the first \$25,000 of each contract, regardless of the period covered by the contract.

7. Assurances and Certifications: This application package includes the following—Standard Form 424B, Assurances – Non-Construction Programs, Certification Regarding Lobbying; and Standard Form LLL – Disclosure of Lobbying Activities. By signing the 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment and environmental tobacco smoke.

If you are submitting an electronic application, you must print out the required forms, complete them, and either upload all signed forms to the e-Application Web site (under the Appendices section) or fax it (along with the SF 424 and other forms) to the Office of Safe and Drug-Free Schools at 202-245-7166 within 3 working days of submitting your electronic application. You must indicate your PR/Award number in the upper right corner of the faxed forms.

8. Appendices and Forms: This section should contain any supplementary information that applicants may choose to submit in support of applicant's capacity and preparation to undertake the proposed project. These documents may include resumes, letters of agreement with cooperating entities, if appropriate, evaluation results, or materials. Do not include budget or program narrative information in this section.

If you submit your application via e-Application, the Appendices section is where you will attach proposal appendices that you may choose to submit in support of your capacity and preparation to undertake the proposed project. You should consolidate your documents for this section and upload as one attachment ensuring you do not exceed the file size restriction identified for the Appendices section.

If you submit your application in paper format via mail or hand delivery, information provided in this section includes forms and other material required by ED in order for an application to be eligible for funding as well as any other information that applicants may choose to submit in support of their capacity and preparation to undertake the proposed project.

The ED Forms required to submit an application package in paper format are available electronically at the following Web site:

www.ed.gov/fund/grant/apply/appforms/appforms.html All required forms are available in e-Application if submitting electronically.

Intergovernmental Review of Federal Programs (Executive Order 12372)

This grant competition is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and a strengthened federalism. The Executive Order relies on processes developed by State and local governments for coordination and review of proposed federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each State under the Executive Order. The name and address of each State Single Point of Contact is listed below. **Note: A copy of the applicant's letter sent to the State Single Point of Contact must be included with their application (on letterhead).**

Any State process recommendation and other comments submitted by a State Single Point of Contact (SSPOC) and any comments from State, area-wide, regional, and local entities must be received **by June 1, 2010**, at the following address:

The Secretary, EO 12372—CFDA #84.184N, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30:00 p.m. (Eastern Time) on June 1, 2010. Please do not send applications to this address.

To view a list of States that participate in the intergovernmental review process, visit http://www.whitehouse.gov/omb/grants_spoc/.

States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a SSPOC. If you are located within one of these States, you may still send application materials directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found In Appendix IV of the Catalog of Federal Domestic Assistance at www.cfda.gov/public/cat-app4-index.htm.

Please note: Inquiries about obtaining a Federal grant should not be sent to OMB email or postal address shown above. The best source for this information is the OMB Web site at http://www.whitehouse.gov/omb/grants_spoc/.

General Education Provisions Act (GEPA) Section 427

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. All applicants for new awards must include information in their applications to address this provision, summarized below, in order to receive funding under this program.

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

NOTE: A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers unique to their community and explain steps they will take to overcome these barriers.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the federal funds awarded to eliminate barriers it identifies.

Examples

The following examples help illustrate how an applicant may comply with section 427.

1. An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
2. An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
3. An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course might indicate how it tends to conduct “outreach” efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Public Reporting Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the GEPA 427 is OMB No. 1890-0007. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Safe and Drug-Free Schools, Potomac Center Plaza—10th Floor, 550 12th Street, SW, Washington, DC 20202-6450.

APPLICATION CHECKLIST

Application for Federal Assistance (SF 424) is completed according to the instructions and includes the nine-digit D-U-N-S Number and Tax Identification Number.

All required forms are signed and dated by an authorized official.

Ensure that all the elements of the absolute priority are clearly addressed in the application package, including consenting to a site visit if selected.

Deadline Date: March 31, 2010. Review carefully the appropriate sections of this application package for complete application transmittal instructions and general application instructions and information.

EACH COPY OF THE APPLICATION MUST INCLUDE THE FOLLOWING:

- ☐ Application for Federal Assistance (SF 424)
- ☐ ED Supplemental Information Form for the SF 424
- ☐ Project Abstract (one page maximum)
- ☐ Project Narrative
- ☐ All applications must include the required forms, assurances, and certifications, including:
 - ☐ Budget Information Form (ED 524) and a detailed budget narrative for the entire (up to 24 month) budget period.
 - ☐ Assurances, Non-Construction Programs (Standard Form 424B)
 - ☐ Certification Regarding Lobbying
 - ☐ Disclosure of Lobbying Activities (Standard Form–LLL)
 - ☐ Narrative response to GEPA 427
 - ☐ Copy of letter to State Single Point of Contact if applicable
 - ☐ Proof of federally negotiated indirect cost rate (if you are claiming indirect costs)

Forms and Instructions for Standard Forms (for paper submission)

- Application for Federal Assistance (Standard Form 424)
- Department of Education Supplemental Information Form for the Standard Form 424
- Budget Information Form -- Non-Construction Programs (ED Form 524)
- Assurances – Non-Construction Programs (Standard Form 424B)
- Disclosure of Lobbying Activities (Standard Form LLL)
- Certification Regarding Lobbying